

Job Announcement **Intake Clerk**

Classification: CL-23 / \$28,445.00
with Promotion Potential to CL-24 / \$31,515.00
+ 10.4% Cost of Living Allowance

Intake Clerk
Job Announcement 10-02

Date Posted:

March 7, 2010

Closing Date:

March 13, 2010



**U. S. District Court
for the District
of Puerto Rico**

**Frances Ríos de Morán, Esq.
Clerk of Court
Federal Bldg. Room 150
150 Chardon Ave.
San Juan, PR 00918-1767**

**Attention: Human Resources
Manager**

**vacancies@
prd.uscourts.gov**

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

POSITION OVERVIEW

This position is located in the Clerk's Office. The Intake Clerk is often the first point of contact both in person and on the telephone with the public, judicial officers and their staff and members of the bar. The Intake Clerk receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements and routes them to the appropriate destination.

REPRESENTATIVE DUTIES

Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Files documents meeting requirements and electronically opens civil cases. Collects appropriate fees. Assures assignment of case numbers and randomly assigns cases to judges. Prepares case file. Routes documents to proper offices/persons after acceptance. Acts as receptionist and furnishes information to a wide variety of people within and outside of the court. Serves as backup to Records and Reproduction Clerk.

REQUIRED MINIMUM QUALIFICATIONS

Job Qualifications:

The successful applicant must be a high school graduate or equivalent and have one year of specialized experience equivalent to work at the CL-23 level. Completion of a Bachelor's Degree is preferred. Strong analytical, interpersonal, and organizational and communication skills are essential. Accuracy and attention to detail. Excellent computer skills to perform tasks and manage information. Ability to adjust to ever changing technology.

General Experience

2 years of general experience. Generalized experience is progressively responsible clerical, office, or other work that indicates the possession of or the ability to acquire the particular knowledge and skills necessary to do the job.

Specialized Experience

1 year of specialized experience. Specialized experience is defined as progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the procurement position. Specialized experience should include at least one year of experience at or equivalent to the level below the level of the position for which the person is being considered.

Personal Qualifications:

Must be responsible, tactful, and able and willing to work harmoniously with others in a team oriented work environment. Ability to manage time setting multiple priorities. Willingness and ability to follow oral and/or written instructions. Must have written and oral command of the English language. Must be able to work in a formal office environment. Must be able to meet and deal with Judicial Officers.

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APPLICATION PROCESS

Qualified persons are invited to submit a letter of interest, along with a completed AO-78 form (Application for Judicial Branch Federal Employment). To obtain the AO-78 form go to: www.prd.uscourts.gov. The announcement number must be clearly indicated on the front page of your cover letter and application. The letter of interest, along with the AO-78 form, should be submitted to the physical address or to our vacancies e-mail address indicated at the left of page one by **Saturday, March 13, 2010**. Documents should be submitted in PDF format or Word. Only those applicants selected for interview will be contacted. NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time at the pleasure of the Court.

This position is subject to mandatory EFT participation for payment of net pay.

Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

An Equal Opportunity Employer